

**DEVELOPMENT SERVICES DEPARTMENT
BUILDING DIVISION**

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GAZEBO CHECKLIST

***We require 3 sets of plans/surveys Packaged and stapled together and 2 copies of applications and all other forms being submitted for this permit**

Required

- ___ Print out from the Broward County Property Appraisers Office (**WWW.BCPA.NET**)
- ___ If suite/land is leased: owner or managing agent must provide notarized letter approving the proposed improvement(s).
- ___ **Zoning** One (1) original signed/sealed survey and two (3) copies to scale (**do not reduce or increase size**).
Survey shall not be older than two (2) years, unless no changes have been made and survey affidavit is provided. Surveys must show all easements and encumbrances. Work being done must be high lighted and have setbacks labeled.
- ___ **Engineering** Completed Engineering cross sections forms (2 copies) providing drainage cross sections from top of slab (patio) to property lines include all dimensions and elevations, show three views(rear, left right) show roof drainage locations.
Provide a lighting plan if applicable
- ___ **Structural** (3 complete sets, sealed by an engineer)
Products approval letter- can be submitted in lieu of an engineer's seal on the set of structural plans)
Footing details of slab - if shed will be placed on a slab, indicate on the plans and the application whether the slab is existing, or new, or not applicable.
- ___ Drainage District: if applicable- (drainage/lake maintenance easement) (required only if structure is in easement) (stamped on shed location plan)
 - * Central Broward water control district
 - * South Broward drainage district approval
 - * Tindall hammock approval
- ___ Completed building permit application
- ___ Notarized signature on application
- ___ Disclosure Statement - if submitted as on owner / builder application.
- ___ Contractors - a copy of all applicable licenses (competency & business tax receipt) and original insurance certificates for workman's comp and general liability.
- ___ Application fee of \$30.00 due at the time of permit submittal.

_____ Contractors Signature

_____ Owner signature required if applying for an owner builder permit